



# New Awardee Information for Grant Administration – Graduate Fellowship Grants Web Meeting

**September 25, 2008**

**Waterfront Centre, Room 3301**

**800 9th St. S.W.,  
Washington, DC 20024**

**Presenter: A.A. Trotman**



# Outline for Breeze Macromedia Web Meeting

- **Introductions**
- **Expectations**
  - Grantees
  - Program Office
- **Administration – Management, Monitoring, Reporting, Acknowledgement and Project Directors' Meeting**
- **Feedback**



# Why (Not) Have This Meeting?

PD: Project Director

## Program Office Perspective

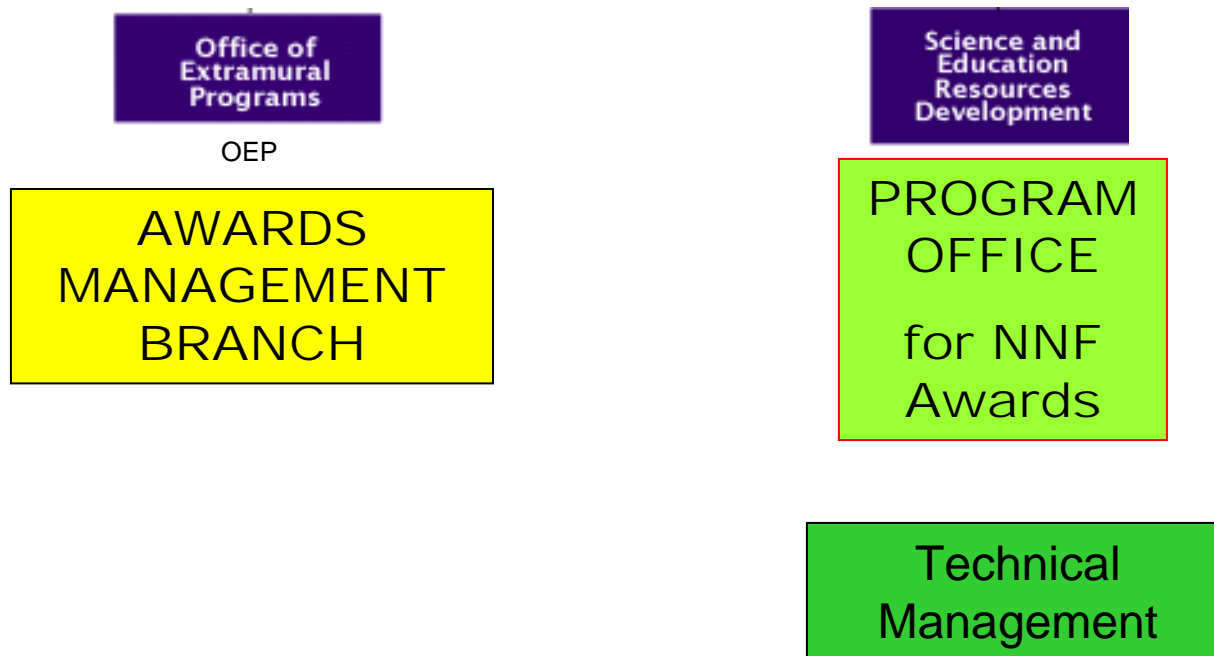
- Where is the information in the accomplishments report that links activities and products to the objectives?
- Why are the grantees not submitting Appointment Forms for student beneficiaries?
- What! Now - 24 months into the award you say you are having problems recruiting students!!!

## Past-PD Perspective

- What do I do now that I have the award?
- I am waiting on the Recruiting Office to get me a "good" student.
- What reporting is overdue?
- What forms are needed?
- Where should the reports be sent?
- Can I increase the stipend?



# Agency Units for NNF Awards Interface





# Management of Your Grant

## Where to Begin:

- Award Notice
- Submitted Application WITH Approved Changes Made Prior to Award
- Approved Budget with Justification
- The FY 2008 Request for Applications (RFA)



# Doing Business with CSREES Award Terms/Federal Regs. Etc.

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**USDA** United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service

research education extension

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## Business with CSREES

**Business with CSREES**

CSREES serves a wide array of public and private organizations and individuals. It issues cooperative agreements and grant awards, responds to requests for various kinds of program and administrative reviews, provides training opportunities, and works with land-grant partners and others on plans of work and other administrative matters. If you don't find the business-related information you're looking for here, you may find it at [Funding Opportunities](#).

- New information is available in response to CSREES' [customer satisfaction survey](#).

For more information about doing business with CSREES, please choose one of the following:

- ➔ **Grantee Information**  
GPP Bulletins, FAQs, Award Terms, Federal Regulations...
- **Proposal Review Process**  
Reviewer Guidelines, Review Sheets, Travel Information...
- **Planning and Reporting**  
AREERA, CRIS, REEIS, Stakeholder Input...
- **Formula Funds**  
Hatch, McIntire-Stennis, Smith-Lever...
- **Training Opportunities**  
Grantsmanship Workshops, Administrative Officers Conferences ...
- **Other Business Links**  
NPL State Liaisons, Institutional (Program) Reviews, Jobs...

Done Internet

7 CFR Part 3404 Public Information

7 CFR Part 3407 Implementation of National Environmental Policy Act

7 CFR Part 3419 Matching Funds Requirement for Agricultural Research and Teaching and Extension Formula Funds at 1890 Land-Grant Institutions, including Tuskegee University , and at 1862 Land-Grant Institutions in Insular Areas

### **CSREES Administrative Provisions**

7 CFR Part 3400 Special Research Grants Program

7 CFR Part 3401 Rangeland Research Grants Program

7 CFR Part 3402 Food and Agricultural Sciences National Needs Graduate Fellowship Grants Program

7 CFR Part 3403 Small Business Innovation Research Grants Program

7 CFR Part 3405 Higher Education Challenge Grants Program

7 CFR Part 3406 1890 Institution Capacity Building Grants Program

7 CFR Part 3411 National Research Initiative Competitive Grants Program

7 CFR Part 3415 Biotechnology Risk Assessment Research Grants Program

### **Other Regulations**

9 CFR Parts 1, 2, 3 and 4 Rules of practice governing proceedings under the Animal Welfare Act

- Part 1
- Part 2
- Part 3
- Part 4

37 CFR Part 401 Rights to inventions made by nonprofit organizations and small business firms under government grants, contracts, and cooperative agreements

48 CFR Chapter 4 Federal Acquisition Regulations System for the United States Department of Agriculture

Note: Chapter 4 includes 401 - 453

[Back to Funding Information](#)



# Monitoring

- Project Directors' role
  - Managing **timeline** for success (recruitment; mentoring; retention; pipelining)
  - Adhering to **scope** of funded project
  - Aligning graduate training of Fellow to TESA funded
  - Managing **reporting** (project accomplishments; Fellow's progress; Entry/Exit; Impacts)
- Extension of grant period
  - No longer than 5 years





# Recruitment

- **When** – with receipt of the Notice of Award from CSREES
- **Scope** – sign up students committed to TESA
- **Who** – can be outsourced BUT remains the management responsibility of the Project Director
- **What** – materials must identify/acknowledge CSREES NNF grant support



## Beneficiary Support

- M.S. Level: maximum of twenty-four (24) months during a thirty-month period;
- Ph.D. Level: maximum of thirty-six (36) months within a forty-two-month period;
- IRTA: eligible USDA NN Fellows with a year remaining on the NNF grant award.



# Recruitment & Appointment of Beneficiary



- Beneficiary Eligibility – all criteria
  - U.S. Citizenship/U.S. National
- What is the Appointment Form?
  - CSREES Form 2010



# Recruitment Interval

- What is the recruitment Interval for NNF grants?
  - 18 months
- Why is the recruitment interval important?
  - If students have not been appointed by 18 months the monies must be returned to CSREES



# REPORTING



# Reporting Forms

- Where and When Should the Appointment Form be Submitted?
- Where is the Appointment Form Found?



# How Is the CSREES FORM 2010 Used?

Type of Form	Due	Transmittal Method	Where to Send
Appointment or Entry Form For Fellows (Page 1)	CSREES Form 2010: As soon as student is appointed as a National Needs Fellow	E-Mail Post/Courier Fax	National Needs Fellowship Program Office
Exit Form For Fellows (Page 3)	When student leaves or is terminated as an NNF Fellow	E-Mail Post/Courier Fax	National Needs Fellowship Program Office
Annual Update Form For Fellows (Page 2)	Each year on the anniversary of the appointment of the student as a National Needs Fellow	E-Mail Post/Courier Fax	National Needs Fellowship Program Office



# Where Do You Find CSREES Form 2010?

**USDA** United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service



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- ▶ Plants & Plant Products
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You are here: [Home](#) / All CSREES Forms

## Forms

### All CSREES Forms

The list below is a compilation of forms used or required by CSREES. Most of these forms are accessible in other places on the Web site, such as the [Doing Business](#) and [Funding Opportunities](#) sections.

- [Application Forms](#)
- [Formula Fund Reporting Forms](#)
  - [For 1862 Land-Grant Institutions](#)
  - [For 1862 Land-Grant Institutions in the U.S. Territories](#)
  - [For 1890 Land-Grant Institutions](#)
  - [For Tribal Colleges](#)
- [Other Forms](#)

### Application Forms

Application forms are required as part of the process for submitting proposals that request funding from CSREES. To ensure that you access the appropriate application forms, please note the fiscal year on the front page of the Request for Applications.

For more information about submitting a proposal to CSREES, please see our [Application Information](#) page.

### Formula Fund Reporting Forms

#### For 1862 Land-Grant Institutions

#### Research

[Animal Health & Disease Research Funds](#) \*/\*\*

Scroll  
Down





# Where Do You Find CSREES Form 2010?

Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Form AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals

Form AD-1050, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II - For Grantees Who Are Individuals

Certification Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreements

Assurances Regarding Human Subjects, Animals, and Recombinant DNA

Sample Format - Cooperative Agreement Documentation: [PDF](#) | [MSWord](#) | [WordPerfect](#)

[CSREES Form 2010 Fellowships/Scholarships Entry/Exit Form: PDF](#) | [MSWord](#)

**[Back to Funding Opportunities](#)**

Last Updated: 01/28/2008

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## Submission of Annual Update for Fellow



- Each Year of the award the PD submits information about the progress of EACH beneficiary
- Information is sent directly to the PROGRAM OFFICE and not to the Awards Management Branch



# Form 2010 – Top Section

UNITED STATES DEPARTMENT OF AGRICULTURE  
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

OMB Approved 0524-0039

## Fellowships/Scholarships Entry/Exit Form APPOINTMENT INFORMATION

Institution:		Grant Number:		Date:	
Project Director:		Telephone:	FAX:	E-mail:	
Fellow/Scholar Name and Permanent Address:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Check all that apply) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
	Citizenship: <input type="checkbox"/> USA or permanent resident <input type="checkbox"/> Other (specify)			Disability Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Degree Sought: <input type="checkbox"/> AS/AA <input type="checkbox"/> BS/BA <input type="checkbox"/> DVM <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate					
Declared Major:		Minor:			
Date Enrolled: (mm/dd/yyyy)					
Official Stipend Dates:					
Began (mm/dd/yyyy)					



# Annual Update on Form 2010

Academic Accomplishments (Fellows should include publications based on graduate research):

This information must align with the outcomes for the TESA.

Honors/Awards received while in the program (Text):



# Submission of Appointment Form for Fellow

- What form is needed?
- \_\_\_\_\_
- Where should the form be sent?
- \_\_\_\_\_



# Other Student-Centered Reporting Requirements

- Progress of Fellows – available only to the Program Office
- Do Not Report Individual Student Progress Using Publicly Accessible Portal
- Outcomes Report – Fellows submit an accomplishments report after completing training activity where IRTA funds were used



# Funded Grant Accomplishments Reporting Requirements



- CRIS Submission – publicly available to all with access to the Internet
- What should be reported?
  - - accomplishments on the graduate training project;
  - - progress towards meeting the objectives; and
  - - alignment with TESA



# Project Accomplishments Reporting: Web-based using CRIS



## **Annual Accomplishments Reporting On Award Project Management to Meet Grant Objectives and NNF Program Goals**

(Not Academic Progress of the Individual Student)

## **CRIS Web Forms Site**

<http://cwf.uvm.edu/cris/>

Accomplishment Report on meeting objectives of the grant is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).

## ***Current Research Information System (CRIS)***

From the menu please select:

- Accomplishments Report
- Select your state
- Your participating site is: SERD
- The password is: teach
- You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.





# Financial Reporting

- For any award, the awardee institution completes financial reporting (SF 269) as required under the Terms and Conditions of the Award
- The reporting information in the award document is usually submitted by your institutional Grants and Contracts Office



# What is the responsibility of the PD in financial reporting?

- PDs should follow-up to determine that reporting on their awards is made

## Why is this important?

- Should you submit an application for future funding, untimely reporting can impact subsequent award processing



# Finding CSREES' Education Resources

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Grantsmanship Workshops, Administrative Officers Conferences ...
- Other Business Links**  
NPL State Liaisons, Institutional (Program) Reviews, Jobs...



# Pertinent Reference Information

- **Annual NNF Program Summaries**

[http://faeis.ahnrit.vt.edu/hep/hep\\_grants.shtml](http://faeis.ahnrit.vt.edu/hep/hep_grants.shtml)

- **Abstracts of Past-Funded NNF Projects**

<http://cris.csrees.usda.gov>

- **CSREES Funding Opportunities Page**

<http://www.csrees.usda.gov/fo/funding.cfm>

- **NNF More Information Page**

[http://www.csrees.usda.gov/fo/graduateandpostgraduatefellowships  
serd.cfm](http://www.csrees.usda.gov/fo/graduateandpostgraduatefellowships<br/>serd.cfm)



# **Acknowledging Award Source**



# How To Acknowledge Grant Support from CSREES

- **Training Program supported, in whole or part, through grant funds must acknowledge the funding source.**
- Be sure to review the terms and conditions for your respective award (which differ somewhat depending on the institution receiving the award). ***Terms and conditions are available from the CSREES web site.*** These are also included in the RFA each year if you are not certain which version applies in your case.



# How To Acknowledge Grant Support from CSREES

- Along with the current CSREES logo, the following acknowledgment of CSREES support must appear in the publication of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, recruitment flyers, etc.) which is substantially based upon or developed under this award:
  - "This material is based upon [work] supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Agreement No. [the awardee should enter the applicable award number here]."



# Acknowledging CSREES Grant Support . . .

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

- "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
- **The awardee is responsible for assuring that an acknowledgment of [agency] support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this grant."**





# Acknowledging CSREES Grant Support . . .

In addition, all products from student training, including experiential opportunities, supported through grant funds should acknowledge the source of such support:

- The awardee is responsible for assuring that an acknowledgment of [agency] support is made by beneficiaries (NNF Fellows) for work/training funded by the CSREES grant.



# Education Grants Project Directors' Meeting

- Upcoming Project Directors' Conference to be held concurrently with annual North American Colleges and Teachers of Agriculture (NACTA) Conference
- 2009 NACTA/SERD PD Meeting:  
<http://nactateachers2009.okstate.edu/>
- **2009: Oklahoma State University (June 17-20)**